

# Light Board Operation

208 Jordan Hall

## Using the Light Board

1. Turn on the lights next to the entry door.
2. Turn on the Light Board lights (illustration 1). The light switch is on the west wall, slightly behind the computer cart's display.
3. Locate the lapel microphone (usually on top of the Light Board's marker tray, Illustration 2). Clip on the lapel microphone. Press and hold down the button on the top of the lapel microphone to turn it on.
4. Press any key on the keyboard to "wake up" the Mac Mini.
5. Utilize the mouse on the monitor cart on the left side of the Light Board. Click on "Capture Media" button (located in the bottom left quadrant of the application window). And then click on the "lock" icon (also located in the bottom left quadrant of the application's window). Then click on the round radio button in the lower left quadrant of the window (the "record" button") to start the recording of your session.
6. When done, click on that same round radio button to stop the recording of your session.
7. Your Light Board session has been saved as a video clip in mp4 format. It has automatically been saved in the "Videos" folder on the desktop of the this computer's screen.
  - a) The file name format is as:
    - i. Capture.mp4 – first file saved to the "Videos" folder.
    - ii. Capture-00001.mp4 – second file saved to the "Videos" folder.
    - iii. Capture-00002.mp4 – third file saved to the "Videos" folder.
8. Insert a USB thumb drive (of sufficient capacity/free space) in the USB hub next to the keyboard on the monitor cart (Illustration 3).
9. Utilize the "Finder" application on the Mac Mini to copy your video clip from the "Videos" folder on the desktop to your thumb drive.
10. Properly eject the thumb drive (drag it from the desktop to the "Trash" icon on the docking bar).

## See your own presentation notes (to assist you with your presentation)

1. Go to the Mac Mini on the shelf of the large display (located on the north side of the Light Board area and facing south, illustration 4).
2. Press any key on the keyboard to "wake up" the Mac Mini.
3. If necessary/desired utilize the WiFi capability of the Mac Mini and your NetID credentials to connect to ND-Secure .
4. Utilize the Mac Mini's OS X "finder" application or the Safari web browser to get to your presentation notes. Or utilize the USB extension cable to plug in a USB drive that has your presentation notes on it.
5. Utilize the appropriate application (TextEdit, Microsoft Word, etc.) to open and view your presentation notes.
6. At this point, you can resize the window that is displaying your presentation notes to the size that you want or to a full screen window for easier viewing from the other side of the Light Board as you are recording your presentation at the Light Board.

For assistance or problems, contact:  
**Engineering & Science Computing**  
Ext. 1-0101 or 574-631-0101

Illustration 1:  
Light Board  
on/off switches  
for lights

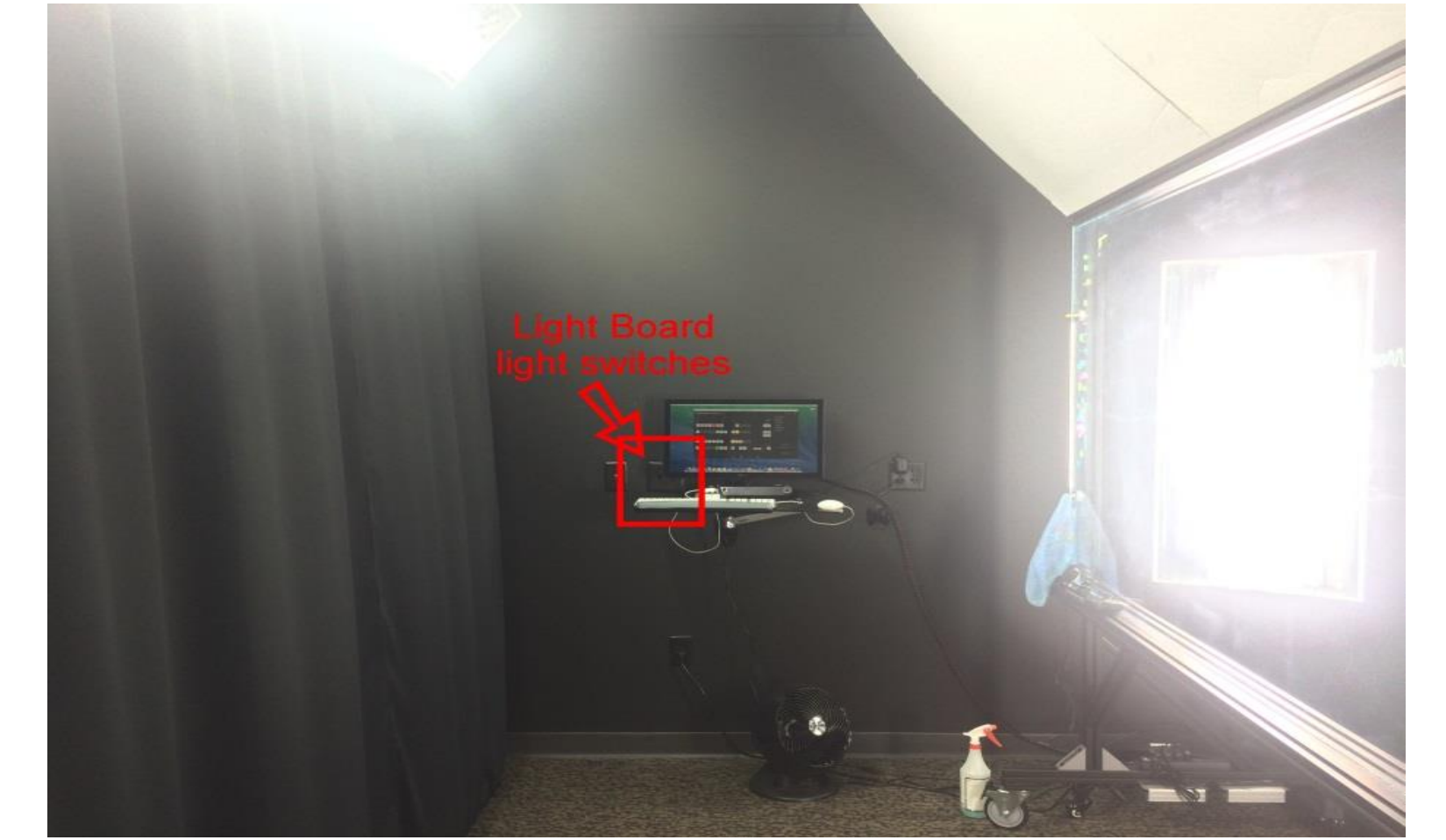


Illustration 2:  
Lapel  
Microphones  
(on Light Board  
easel)



Illustration 3:  
USB Hub used to  
copy your video  
to your thumb  
drive

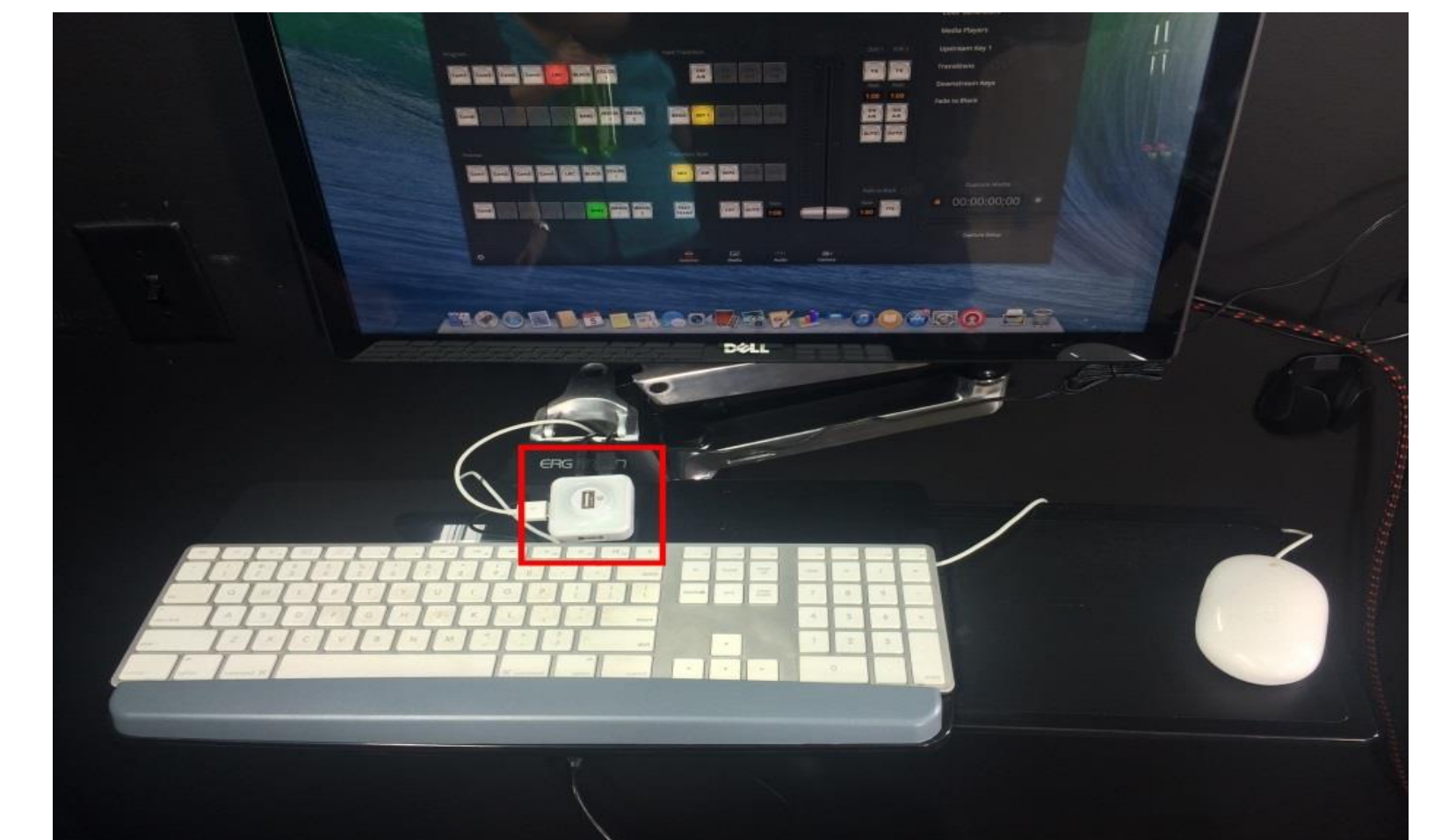


Illustration 4:  
Monitor & Mac  
Mini used to  
display  
presentation  
notes to  
presenter

